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Agency of Administration

TO: General Assembly

FROM: Maribeth Spellman, Commissioner

DATE: January 14, 2016

SUBJECT: Temporary Employees Report – 2015

The enclosed report on temporary employees in calendar year 2015 is submitted in accordance with 3 VSA § 331(c)(1). The report identifies by department the total hours worked by each temporary employee during calendar year 2015.

We were asked to identify the total number of temporary employees who have worked 1,280 hours in the prior calendar year; or in excess of 1,280 hours.

- 7 employees worked exactly 1,280 hours during the calendar year.
- 163 individuals worked in excess of 1,280 hours during the calendar year.

We were also asked to identify the total hours worked by each temporary employee. The enclosed report shows:

- 1894 individuals were employed as temporary employees at some point in time in the calendar year 2015. Of the 1894 individuals, 124 worked in multiple titles.
- The data in the report sorted first by department then by those employees working the least to greatest number of hours. We note the current status of the temporary employee and if they are no longer serving in a temporary position.
- We note if an employee held multiple temporary positions to determine the total hours worked by employee in all jobs.
- We also indicate our recommendation regarding the future of the position for those positions held by employees working 1,280 or more hours.
- If a temporary role may be appropriate for conversion to a classified position it is the intent of the Administration to utilize position pilots or transfer and convert from existing vacancies to create the classified position.
- Several departments and agencies may have a legitimate need to utilize seasonal and fill in temporary employees. Seasonal employees staff a variety of activities that are not full time/full year activities, such as emergency snow plow drivers, historic site caretakers, FPR attendants and tax season support staff. Fill in temporary positions are essential to maintaining safe and



appropriate staffing levels by filling in for classified staff on leave or to cover vacancies until permanent staff are hired. It is particularly important to utilize temporary staffing in 24/7 facilities and operations such as correctional facilities, emergency call centers, and medical facilities.

Over this calendar year we will work closely with Agencies and Departments to ensure compliance with 3 VSA § 331(c)(1).